

2011 UPDATE: TEST ADMINISTRATION, ACCOMMODATIONS, AND TEST SECURITY



2011 OPI Assessment Conference

Judy Snow, State Assessment Director

AGENDA

- ✕ Test Administration Materials
- ✕ Accommodations
- ✕ Test Security
- ✕ Test Administration

http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7

TEST ADMINISTRATION MATERIALS

ALL ARE ONLINE

✖ Resources:

- + 2011 Test Coordinator and Administration Manuals
 - ✖ Print copies sent by MP and online
- + 2011 Accommodations Guidance and Test Security Manuals Including Non-Disclosure Forms
 - ✖ Print copies mailed by OPI and online
- + 2011 Training PowerPoints—online only
 - ✖ With audio, can be viewed online
 - ✖ Without audio and with script—to be downloaded
 - ✖ Handouts—to be downloaded

http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7

MONTCAS MENU






Welcome to ...
About MontCAS
MontCAS Presents
Newsletters: JUMP
Assessment Conference
Special Projects
CRT and CRT-Alt Test Administration
CRT Tests
CRT-Alt Tests
CRT and CRT-Alt Test Results
ELP
Archives Directory





MONTCAS MATERIALS MENU

CRT and CRT-Alt Test Administration

2011 TEST ADMINISTRATION

- [2011 CRT Test Coordinators Manual](#) 
- [2011 CRT Test Administration Manual](#) 
- [2011 Guidelines and Procedures for Test Security](#) 
- [2011 Accommodation Manual](#) 
- [2011 Accommodations Guidance Memo](#) 

2011 CRT-ALTERNATIVE TEST ADMINISTRATION

- [Registering Students for the 2011 CRT-Alternate Assessment](#) 
- [Spring 2011 CRT-Alternate Administration Manual](#) 

Currently online:
List will grow

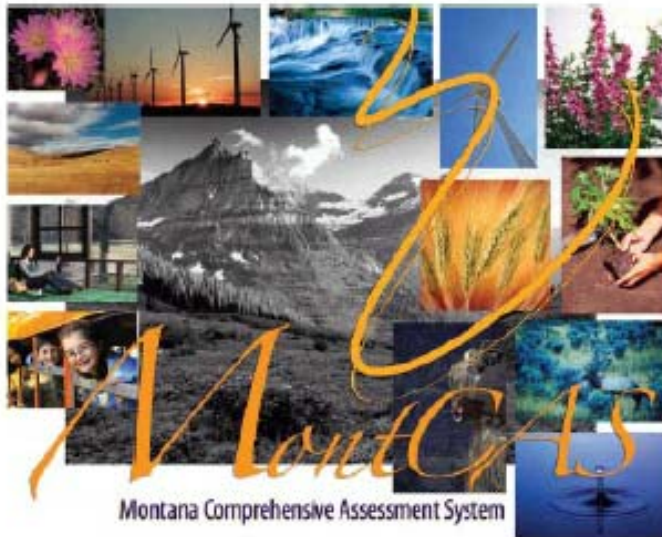
Montana Comprehensive Assessment System (MontCAS)

CRT Accommodation Manual

Spring 2011



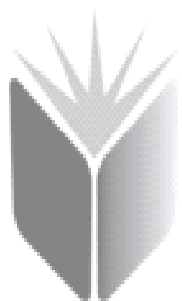
**Accommodation Decisions
Start with the Student**



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Online only



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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

TO: System Test Coordinators, Test Administrators, Special Education Directors and Teachers,
System and Building Administrators
FROM: Judy Snow, State Assessment Director
DATE: February 2011
RE: Accommodations for the Spring 2011 Criterion-Referenced Test (CRT)

- The accommodations for the Spring 2011 CRT are the same as in 2010. However, this memo and the *Spring 2011 CRT Accommodation Manual* provide clarification on many of the accommodations.
- System Test Coordinators can access the *Spring 2011 CRT Accommodation Manual* online at:
http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_7

Currently online and to be mailed by OPI Feb.
7-11

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

GUIDELINES AND PROCEDURES FOR TEST SECURITY

2010-2011



opi.mt.gov

Debbie Jensen, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

January 2011

Currently Online
Print copies to be mailed
by OPI Feb. 7-11

Select & Zoom



**The Montana Comprehensive Assessment System
(MontCAS)**

**Criterion-Referenced Test (CRT)
&
CRT-Alternate Assessment (CRT-Alternate)**

**TEST COORDINATOR'S MANUAL
Spring 2011**

**Currently Online
Print copies to be received
by System Test
Coordinators
Feb. 1-8**

Currently Online
Print copies to be received
by System Test
Coordinators
Feb. 1-8



**The Montana Comprehensive Assessment System
(MontCAS)**

Criterion-Referenced Test (CRT)

**TEST ADMINISTRATOR'S MANUAL
Spring 2011**

**Montana Comprehensive Assessment System
(MontCAS)
Criterion-Referenced Test Alternate Assessment
(CRT-Alternate)**



**Spring 2011
CRT-Alternate Administration Manual**



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

2011 CRT-Alternate Administration Manual - Prepared by OPI and Measured Progress

Online only

WHAT'S NEW

- ✘ Non-secure materials including training Power Points are posted online.
- ✘ Expanded accommodations reminders
- ✘ Grade 10 enrolled students:
 - + Montana Youth Challenge Academy
 - + Digital Academy
 - + Montana Job Corps
- ✘ Enrolled students who did not participate in the CRT or CRT-Alternate

REMINDERS

- ✘ Delays in accurate AIM data entry or return of used Answer Booklets could impact timely reporting of results and/or impact individual district or school AYP results.
- ✘ Any missing Test Booklets or delays in returning them to Measured Progress are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.

**ACCOMMODATIONS ARE CHANGES IN
THE STANDARD PRACTICES AND
PROCEDURES USED TO TEACH AND
ASSESS STUDENTS.**

WHAT PRACTICES DOES THIS INCLUDE?

- × **Presentation accommodations**— Allow students to access information in ways that do not require visual reading of standard print.
- × **Response accommodations** – Allow students to complete activities or respond to questions in different ways.
- × **Setting accommodations** – Change the location in which an activity or test occurs or the conditions of the setting.
- × **Timing and Scheduling accommodations** – Change the way in which the time is organized.

ACCOMMODATIONS REMINDERS

**Clarification is on pages 2-5 of the 2011
*Accommodations Guidance Memo***

- 5. Small Group Administration
- 14. Template
- 16. Writing Tools (Equipment)
- 17. Voice Activation
- 19. Dictation
- 20. Writing Tools (Recording)
- 21. Assistive Technology
- 22. Oral Presentation

ACCOMMODATIONS REMINDERS

5.Small Group Administration

- No more than 15 students
- Oral presentation small groups should be no more than 5 students

Equipment Accommodation

14. Template

Text Displayed in this window.

ACCOMMODATIONS REMINDERS

Equipment Accommodations and Recording accommodations #16, 17, 19, and 20 specify the following guidance:

- + Regardless of the device or method used in the accommodation, the test administrator must transfer what the student said/wrote/indicated directly into the appropriate space in the answer booklet.
- + The student may review what the test administrator transferred, but the test administrator may not initiate any changes.
- + Student answers must be entered into the answer booklet NOT on a separate piece of paper.

ACCOMMODATIONS REMINDERS

Recording Accommodation 21. Assistive Technology

ACCOMMODATIONS REMINDERS

Modality Accommodation

22. Oral Presentation as a Standard Accommodation

× Math and Science:

- + Tests may be read aloud to a student by the Test Administrator as a standard accommodation.

× Reading:

- + Test **questions and answer choices** may be read aloud to a student by the Test Administrator as a standard accommodation. The reading passages MAY NOT be read aloud to a student as a standard accommodation.

GUIDELINES FOR ORAL PRESENTATION ACCOMMODATION

- ✘ Assessment results support the accommodation.
- ✘ Documentation of remedial reading services and/or special education and supplementary aids and services.
- ✘ Through classroom assessment, it has been determined and documented that the student benefits from oral presentation as her/his way of learning.

CAUTIONS

ORAL PRESENTATION ACCOMMODATION

- ✘ This accommodation should be a low-incidence accommodation.
- ✘ Oral presentation should be limited to small groups of 3-5 students.
- ✘ In advance of the test sessions, students should be advised to follow along with the text as it is being read.

ORAL PRESENTATION AS A NON-STANDARD ACCOMMODATION

- ✕ Reading:
 - + Reading aloud of the reading passages to a student or the student using text-reader software for reading passages is considered a non-standard accommodation.

STANDARD ACCOMMODATIONS REMINDERS

- ✘ There is no standard accommodation (including oral presentation) that provides an opportunity for a student to request or receive help on a specific word, phrase, line, pronunciation, definition, item, question, answer choice or any part of the assessment.
- ✘ Standard accommodations do not override standard administration of the CRT or the need for independent work by the students.
- ✘ Allowable standard accommodations for the CRT that are described in a student's IEP/504 Plan should match those used during the administration of the CRT.
- ✘ Non-standard accommodations for the CRT that are described in a student's IEP/504 Plan should be used during the administration of the CRT.

STANDARD ACCOMMODATIONS REMINDERS

- ✘ * Accommodations suggested as appropriate for Limited English Proficient (LEP) students.
- ✘ ** Most appropriate for use with students who have an IEP or 504 plan. Remember, the accommodations used must be listed in the student's IEP or 504 plan. In unusual circumstances, a student without an IEP or 504 plan may require an accommodation keyed with **. Please contact the state assessment director for questions to determine if the unusual circumstance for a student without an IEP or 504 plan merits their use.

IMPACT OF ACCOMMODATIONS ON TEST SCORES

<p>Standard Accommodations change the way in which a student participates in a test, but do not alter what the test is designed to measure.</p>	<p>Nonstandard Accommodations change the nature of what is being measured by a test.</p>
<p>Impact on Validity of Test Score: none; score can be aggregated with scores of students taking the test without accommodations.</p>	<p>Impact on Validity of Test Score: The score becomes invalid; the student becomes a non-participant when calculating participation rates for AYP, and the score is not included in calculating a school's proficiency rate for AYP.</p>

ELIGIBILITY FOR ACCOMMODATION USE FOR THE CRT

Student Population	Parameters for use of Standard Accommodations	Parameters for Use of Nonstandard Accommodations
General Student Population	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; •Accommodation(s) used must be coded in the Student Answer Booklet on page 2. 	<ul style="list-style-type: none"> •Not allowed under any circumstances.
Students with IEPs or 504 Plans	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Need for accommodation is documented in the student's IEP/504 Plan; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2. 	<ul style="list-style-type: none"> •Can be used if need for accommodation is documented in the student's IEP/504 Plan; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2; •Student's results for content area will not be calculated in the averages for AYP determination. •Student will be considered a non-participant in the calculation of the AYP participation rate.
LEP Students	<ul style="list-style-type: none"> •Can be used, based on individual student need; •Must be a practice routinely used by this student in classroom instruction and assessment for at least 2-3 months prior to testing; •Accommodation(s) used must be coded in the Student Answer Booklet on page 2. 	<ul style="list-style-type: none"> •Can be used if need for accommodation is documented in the student's IEP/504 Plan or after consultation with the OPI bilingual specialist; •Accommodation(s) used must be coded in the Student Answer Booklet on Page 2; •Student's results for content area will not be calculated in the averages for AYP determination. •Student will be considered a non-participant in the calculation of the AYP participation rate.

MONTANA COMPREHENSIVE ASSESSMENT SYSTEM (MONTCAS)

GUIDELINES AND PROCEDURES FOR TEST SECURITY

2010-2011



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Debbie Jensen, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

January 2011

STANDARD ADMINISTRATION
=
ACCURATE + RELIABLE DATA

PURPOSE OF GUIDELINES

- ✖ Maintain integrity of the Montana Comprehensive Assessment System
- ✖ Standard procedures and standard conditions
- ✖ Accurate, reliable, and valid results

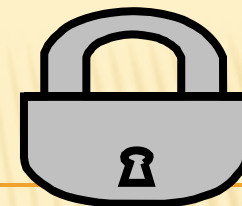
TEST SECURITY ISSUES

- + Testing Irregularity
- + Secure Test Materials
- + Late or Missing Materials
- + Procedural/Administration Issues
 - × Security Breach
 - × Coaching
- + Reporting
 - × Testing Irregularity Report (TIR)

TESTING IRREGULARITY

- ✘ Definition: Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- ✘ Includes any actions or precautions that vary from directions specified by testing contractor manuals or OPI.
- ✘ Can constitute a security breach which could result in invalidating student scores and impacting AYP determinations.

TEST SECURITY–MATERIALS



- All test items and responses to those items are secure materials and may not be copied or duplicated in any way.
 - The System Test Coordinator is responsible for collecting, inventorying, and returning all test booklets to Measured Progress.
 - School test coordinators are responsible for the security of testing materials and their return to the System Test Coordinator.
- Late or missing materials

SECURE TEST MATERIALS

- ✘ Test booklets, answer booklets and other materials defined by OPI or testing contractor as secure.
- ✘ These must be kept in a secure location and not copied.
- ✘ System and school test coordinators, principals, and test administrators are responsible for secure test materials.
- ✘ Not maintaining the security of materials is a security breach.



SPEEDY AND ACCURATE RETURN OF MATERIALS

- ✘ Test Booklets
- ✘ Answer Booklets



PROCEDURAL–SECURITY BREACH

- ✘ A security breach is a violation of a testing procedure that gives an unfair advantage to a student or a group of students and could jeopardize the security and integrity of the tests and/or resulting data.

ACCOMMODATIONS AND TEST SECURITY

- ✖ Remember accommodations are determined on an individual, not a group, basis.
 - For the CRT, standard accommodations are available to all students on an individual basis and if the accommodation has been a part of the student's classroom and assessment routine for 2-3 months prior to testing.

MAINTAINING A STANDARDIZED TEST ENVIRONMENT

- ✗ “Do NOT” activities are listed in the *Guidelines and Procedures for Test Security*
 - + **Do not** answer questions related to the test
- ✗ “Do” activities are also listed in the *Guidelines*
 - + **Do** cover or remove bulletin boards and instructional aids
 - + Do ensure that no student has any form of assistance or material that other students in the state do not have.
 - + **Do** clear home screen (not memory) of calculators both before and after calculator use sessions.

COACHING

- ✖ Coaching is a type of a procedural security breach.
- ✖ Examples:
 - + Providing answers to students
 - + Changing student responses
 - + Influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections, or any other manner of assistance that could impact a student's answers.

OPI TEST SECURITY–REPORTING

- ✘ Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately to the principal and system test coordinator and to the State Assessment Director and a Testing Irregularity Report (TIR) completed and submitted.**
- ✘ *OPI Guidelines and Procedures for Test Security*
 - + This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.
 - + Contains the form for reporting a breach in test security or noncompliance with test administration procedures: **Testing Irregularity Report (TIR)**

TRAINING SO THAT . . .

- ✖ everyone understands the procedures for administration.
- ✖ the test is administered in a comparable way in all locations across the state.
- ✖ quality control procedures are utilized when returning test materials.

TEST SECURITY DOCUMENTATION



Form 1:

- Information sheet for teachers describing their test security responsibilities and what training they should expect.
- Each educator handling materials or administering the CRT or CRT-Alternate must receive a copy of this form so they will know what training to expect and what is expected of them.

Form 2:

- System Test Coordinators sign and return to Measured Progress with system's used Answer Booklets after testing.

Form 3:

- Principals/ Authorized Representatives sign and include with school's used Answer Booklets after testing.

TEACHER INFORMATION SHEET

Training on key issues

- ✘ Test materials must be kept secure when not being used for testing.
- ✘ Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- ✘ Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- ✘ All test booklets and answer booklets must be returned to Measured Progress on time.
- ✘ In the testing classroom:
 - + What constitutes coaching?
 - + What materials can and cannot be displayed in the testing classrooms?
 - + Accommodations with expanded reminders

Calculator use

SYSTEM TEST COORDINATOR SECURITY AGREEMENT

Responsible for

- + The training of educators who handle testing materials and/or administer the assessment(s).
- + Secure materials.
- + Notifying OPI of testing irregularities.

PRINCIPAL/AUTHORIZED REPRESENTATIVE SECURITY AGREEMENT

Responsible for

- + Insuring that school personnel who handle testing materials and/or administer the assessment(s) have received appropriate training regarding testing security and test administration.
- + Providing secure locations for testing materials.
- + Fostering standard administration procedures.

TEST ADMINISTRATION

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Spring 2011**

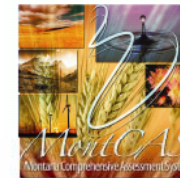


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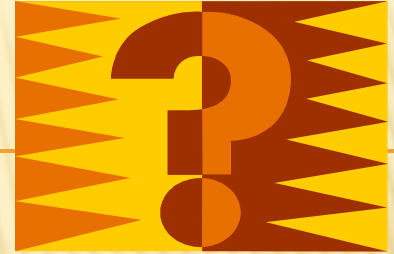
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**Montana
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Denise Juneau, State Superintendent
opi.mt.gov

2011 CRT-Alternate Administration Manual - Prepared by OPI and Measured Progress

FREQUENTLY ASKED QUESTIONS



- ✖ Make up Tests
 - + Sequence of sessions when one session is missed?
- ✖ Test administration personnel
 - + Who should administer the CRT and the CRT-Alt?
- ✖ Disruptive students?

IMPORTANT ADMINISTRATION DATES-2011

Jan 18,	Measured Progress mails CRT-Alternate Password Memo
Jan. 25 +	Test Administration Materials Posted Online
Feb. 1-9	System Test Coordinators download and print: <ul style="list-style-type: none">•CRT-Alternate Test Administration Manual•CRT-Alternate Test Booklets (see memo from MP for password)
Feb. 1-8	Shipment 1 from Measured Progress
Feb 7-11	Materials from OPI
Feb. 9-24	CRT-Alternate Test Window
Feb. 16-23	Shipment 2 from Measured Progress
Mar. 1-24	CRT Test Window

IMPORTANT AIM DATES-2011

- ✗ **Test Window Count Date is March 15, 2011**
- ✗ **Enrollment and Program Participation Data due by March 25, 2011**
- ✗ **March 28 to April 29, 2011. Cleanup and verify AIM data.**
- ✗ **Changes after April 29 NOT Reflected**
- ✗ **Testing data snapshot taken May 3, 2011**
- ✗ **Please work with your AIM staff.**
- ✗



SCHOOL CHECKLIST PRIOR TO TESTING

- ✔ Set school testing window
- ✔ Identify students to be tested
 - + be sure students are enrolled at your school and that your student information is current and correct in AIM
- ✔ Identify students who will be taking the CRT-Alternate
- ✔ Make arrangements for accommodations

WHAT'S INSIDE THE CRT SCHOOL BOXES?

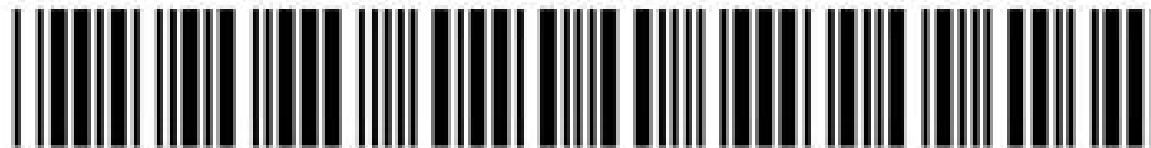


- Memo
- Materials Summary
- Student labels – sorted by grade, teacher, student
- Voided Barcode Label form
- ***Test Administrators Manuals (TAM)***
- Special Handling Envelope
- UPS ground label for returning test booklets
- “For Return of Used Answer Documents” envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used student response booklets
- Test booklets (large print & Braille)

STUDENT BARCODE LABEL SAMPLE

Student Last, First M
Teacher: Teachers Name

Dis-Sch Code
Grade: 04



1234567890

School Name

SSID: 1234-567-890

OPI ASSESSMENT CONTACTS

- ✕ **Gayle Allen, Administrative Specialist**
+ 406-444-3511 OR gallen2@mt.gov
- ✕ **Karen Richem, Assessment Specialist**
+ 406-444-0748 OR krichem@mt.gov
- ✕ **Judy Snow, State Assessment Director**
+ 406-444-3656 OR jsnow@mt.gov